

Residual Special Court for Sierra Leone

Vacancy Announcement External / Internal

The Residual Special Court for Sierra Leone is not a United Nations body. It is an international organisation in its own right, created by an agreement between the Government of Sierra Leone and the United Nations.

<u>ANNOUNCEMENT NUMBER</u>	RCSL-2018-001
<u>DEADLINE FOR APPLICATIONS</u>	28 December 2018
<u>POST TITLE AND LEVEL</u>	Finance and Budget Officer (P2)
<u>DUTY STATION</u>	The Hague
<u>ORGANISATIONAL UNIT</u>	Office of The Registrar

ORGANISATIONAL SETTING

The Residual Special Court for Sierra Leone (RCSL) is the successor Institution to the Special Court for Sierra Leone (SCSL) with the responsibility for discharging the judicial, legal and administrative obligations that remain after the closure of the SCSL.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Registrar and within delegated authority, the Finance and Budget Officer will be responsible for the following duties, whilst coordinating closely with the Chief of Finance of the International Residual Mechanism for Criminal Tribunals (IRMCT).

Management

- Reports to the RCSL Registrar; provide support to substantive services on accounting and budgetary matters relating to RCSL's financial activities.
- Analyses and monitors status of RCSL expenditure, accounts receivable and accounts payable and other general ledger balances
- Provides advice and guidance to RCSL management regarding the rules, policies and procedures applied in IRMCT's monthly billing advice consistent with the UN rules and regulations adopted by the RCSL

Financial Accounting

- Reviews and approves IRMCT's monthly reports on RCSL disbursements and expenditures, including completeness of related back up documents
- Reviews and approves monthly reports from the Freetown office
- Ensures accurate and complete accounting is maintained, relevant records are reconciled and internal control system is functioning
- Understanding UN Umoja system and Maintaining RCSL accounting system in order to produce monthly financial statements
- Focal point for the auditors in the reporting and preparation of the yearly audit report
- Ensures timely and accurate processing of payroll entitlements of RCSL staff consistent with the RCSL pay scale
- Prepares statement of yearly taxable earnings of RCSL staff

The post is located in The Residual Special Court for Sierra Leone. Staff members of The Residual Court are not staff members of the United Nations. External appointments are limited to the Residual Special Court only. In accordance with Article 25 of the Statute of the Residual Special Court for Sierra Leone the working language will be English.

1. Both internal and external applicants are requested to send a detailed curriculum vitae including date of birth, nationality, educational qualifications, a summary of professional skills and/or expertise, a summary of relevant work experience, publications written and languages spoken, and to complete a Residual Special Court Personal History Form available upon request from rscslofficemanager@un.org (please type "Request for Personal History Form" in the subject heading).

2. All Applications should be sent by mail to: Office Manager, *Residual Special Court for Sierra Leone Churchillplein 1, 2517 JW, The Hague*
Or by Email to: rscslofficemanager@un.org

3. Acknowledgement will be made only to shortlisted candidates

*** POST ADJUSTMENT CHANGEABLE IN ACCORDANCE WITH THE UN PUBLISHED MULTIPLIER**

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Budget

- Prepares the proposed programme budget and performance reports for the RSCSL. Participates in team defending proposed RSCSL budget
- Maintains the RSCSL staffing table and data base.
- Oversees the on-going budget activities all throughout the year pertaining to budget allocation, implementation, redeployment, performance reports and other budget reports, as required

Vendor and Travel Claims Payments

- Approves all Financial Authorizations, such as travel advances, claims settlements, payments to vendors, payments to SSA contract holders, salary advances, etc.

Other duties

- Respond to staff members and third party queries
- Other relevant duties as assigned

CORE COMPETENCIES AND SKILLS:

Professionalism - Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Specialized training in budget and finance is an asset. Demonstrated ability to use computer technology. Knowledge of Umoja System, UNSAS and IPSAS will be an advantage.

Teamwork - Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organization - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability – Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS:

Education: Advanced university degree in accounting or finance. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: 2 years of progressively responsible finance or accounting experience in a governmental or international organization, preferably in a UN environment. Work experience with the UN and SCSL/RSCSL will be an advantage. **Languages:** English and French are the working languages of IRMCT. For this position fluency in oral and written English is required. Knowledge of French is an asset.

Assessment method – Evaluation of qualified applicants may include a competency-based interview.

Special Notice: This post is initially for a one year period and would be extended based on the availability of funds.

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